G. R. S. IX-5]

Previous references.

File No. 217-17

1917-18
(S.F.)

Serial Nos. 1

Later references.

GJ 765-18 Nos. 1-2, BTR 1919.
" 303-1948 1-2

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for May 1918

SUBJECT.

Maintenance of Furniture Register and a catalogue of books in each office and taking proper care of Govt. articles in the charge of officers.

To
The Comptroller
" Other Heads of Depts
" Dy Commrs of Dists
No. H 7090-139 dated 29-5-18

Lays down the Procedure to be observed by the Heads of Depts regarding the proper maintenance of articles of furniture, Books etc-

Mr. Pandharinath Naik
2-7-1918

WD 88—GPB—50,000—24-7-16

G. R. S. 11]

1917-18

GENERAL AND REVENUE SECRETARIAT.

(S.R.)

NOTES.

File No. 217-17

FILE HEADING.

Maintenance of Tenants Registers and Calendars of books in Govt. Office and Training proficiency of Govt. Article & Selection of Officers

From

No.	Dated	Received
Diary No.	Enclos. Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

J P.J.O

D 2917 WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2.

General and Revenue Secretariat.

G. F. File No. 217 of 1917.

Serial No. 01533

CONTROLLER'S OFFICE
- 2 MAY 1918
BANGALORE
MYSORE GOVT.

Comptr

1. To make appears maintain furniture register & catalogue of books carefully & take proper care of first articles in their charge. It is proposed to issue the attached draft order.

2. Would you kindly favour me with your opinion whether it is suitable & if any changes may be made to improve it?

M
1/5/18

I think the draft order is suitable and expect that it will lead to proper maintenance of accounts of furniture and other articles and their annual verification and to the punctual submission of acknowledgments for permanent advances. I have no suggestions to make.

Bangalore, 2nd May '18. 3.

M G Narasimha Rao

Fdesy)

18
4/5/18

3. The draft order may be kindly approved for issue. It is based on some observations made by the Dewan Sahib.

NOTE—Contn. sheet.

WD 1283—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

regarding the condition of offices noticed in the course of this tours.

The order is sure to result in a great improvement in the condition of furniture & furniture accts of all Govt offices.

M
7/5

4035
9/5

1st Member
Sevaram)

18
8/5

5906
9-5-18

Cech
8/5

18
9/5

The draft order is good & may issue.

22.5.18 Ch

M/s Fri

M
25/5

18
26/5/W

To.

1. The Comptroller to Govt.
" Heads of Depts.
" Deputy Commissioners of Districts.
" Secretaries to Govt
7L no. 7090-139 & 29-5-18.

Lay down instructions as to the maintenance of furniture & the taking proper care of Govt articles & the submission of the certificate testifying that the above has been written up & kept up-to-date during the year etc.

NOTE—Contn. sheet.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. Fl. 7090-139—G. F. 217-17-1, dated 29th May 1918.

Proper Maintenance of Articles of Furniture, Books, etc.

Lays down the procedure to be observed by the Heads of Departments regarding the ——

M D A2370—GPB—14-6-18—500

Proper Maintenance of Articles of Furniture, Books, etc.

No. Fl. 7090-139—G. F. 217-17-1, dated 29th May 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Read—

Government Order No. 10809-39—Mis. 2953, dated 19th February 1901, directing the submission to Government every year of list of books and furniture in stock in the Office of Heads of Departments and Deputy Commissioners and their subordinate offices.

2. Government Order No. 1805-44—G. M. 105-07-1, dated the 6th September 1907, stating that the lists of books and furniture of the Office of Heads of Departments and Deputy Commissioners need alone be submitted to Government, those of subordinate offices being scrutinised by the Heads of Departments and Deputy Commissioners concerned.

3. Rules 30 and 23 of the general rules of office procedure issued with Government Order No. G. 5203-51—E. A. 4-14, dated 23rd November 1914, prescribing the maintenance in each office of a furniture register and of a list of books or library catalogue.

4. Government Order No. G. 10870-10913—E. A. 43-14-1, dated 10th April 1915, directing the inspection of all offices by the respective Heads of Offices at least once a year and by the higher officers frequently, and stating that among other things the Inspecting Officers' attention should be directed to the condition of the building and furniture.

5. Government Order No. G. 12541-91, dated 6th March 1916, stating that as the rules of office procedure recently issued provide for the proper maintenance of Library and furniture registers in all offices, the submission of the annual lists of books and furniture is no longer necessary and may be discontinued.

6. Government Order No. 1823-31—E. A. G. 259, dated 6th April 1918, issuing instructions for the proper observance of the rules relating to office business.

7. Para 221, Treasury Manual, laying down that acknowledgments for permanent advances held by officers should be furnished to the Comptroller on the 15th July in each year or whenever there is a transfer of charge.

Order No. Fl. 7090-139—G. F. 217-17-1, dated 29th May 1918.

It has come to the notice of Government that the register of furniture is not maintained properly in many offices and institutions and adequate attention is not paid to the maintenance of articles in proper condition. The acknowledgment for permanent advances is not furnished to the Comptroller in time in some cases. This state of affairs is mainly due to the Heads of Offices not paying due attention to such of the rules read in the preamble as are in force.

2. To ensure an automatic and satisfactory working of the rules, Government are pleased to direct that all articles appearing in the furniture register on the 30th June of every year should be counted and examined by the Heads of Offices or institutions concerned or by one of their gazetted assistants. The list of books or catalogue of the library as it stands on the 30th June should be verified in a similar manner. The furniture register should include besides furniture proper all articles of permanent value such as iron safes, typewriters, clocks, etc. A certificate in the Form A (appended) should be attached to the salary bill of the Heads of Offices for July payable in August.

3. In the case of permanent advance an acknowledgment in the prescribed form should be furnished in the certificate referred to above. A separate acknowledgment due on the 15th of July will not be necessary.

4. When there is a transfer of charge a similar certificate in Form B. (appended) should be attached to the first pay bill of the relieving officer presented for payment.

No. Fl. 7090-139—G. F. 217-17-1, dated 29th May 1918.

5. Explanation for the difference in stock or permanent advance, if any, and action taken thereon should be furnished in the respective certificates.

6. Bills not accompanied by these certificates will not be paid.

7. The Comptroller is requested to watch the procedure above prescribed and submit a report as to its working on the 15th December next.

J. S. CHAKRAVARTI,
Financial Secy. to Govt.

To—The Comptroller to the Government of Mysore.
The other Heads of Departments.
The Deputy Commissioners of Districts.

FORM A.

(To be Attached to the Salary Bill for the Month of July Payable in August.)

Office of the.....

1. I certify that the Furniture Register and the Catalogue of books of this office/institution have been properly written up and kept up to date during the year ending June 191.... The articles and books have been counted and examined by me/my gazetted assistant Mr. .... (under my direction and supervision) on (dates)..... .... They are in good condition and agree with the Furniture Register and catalogue of books as written up to 30th June 191....

2. I hereby acknowledge that the amount of Rupees..... ....the permanent advance of this office/institution is due from and has to be accounted for by me.

Station..... .... Signature .....
Date..... ..... Designation of officer.....

FORM B.

(To be Attached to the First Salary Bill of the Relieving Officer Presented after the Transfer of Charge.)

Office of the.....

1. We certify that the Furniture Register and the catalogue of books of this office/institution have been properly written up and kept up to date. The articles and books have been counted and examined by us/the office Assistant Mr. ..... (under our direction and supervision) on the .....191 . They are in good condition and agree with the Furniture Register and catalogue of books as written up to this day.

2. I ..... (Relieving Officer) certify that I have this day taken over the sum of Rupees .... being the permanent advance of this office/institution from Mr. .... (Relieved Officer) and this amount is due from and has to be accounted for by me.

Station .....
Date .....

Signature of Relieved Officer.

Signature of Relieving Officer.

Exd C B.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read:-

Government Order No. 10809-39/Mis. 2953 dated 19th February 1901 directing the submission to Government every year of list of books and furniture in stock in the office of Heads of Departments and Deputy Commissioners and their subordinate offices.

2. Government Order No. 1805-44/G.M. 105-07-1 dated the 6th September 1907 stating that the lists of books and furniture of the office of Heads of Departments and Deputy Commissioners need alone be submitted to -- Government, those of subordinate offices being scrutinised by the Heads of Departments and Deputy Commissioners concerned.

3. Rules 30 and 135 of the general rules of office procedure issued with Government Order No. G.5203-51/E.A.4-14 dated 23fd Novem ber 1914 prescribing the maintenance in each office of a furniture register and of a list of books or library catalogue.

4. Government Order No. G.10870-10918/ E.A.43-14-1 dated 10th April 1915 directing the inspection of all offices by the respective heads of offices at least once a year and by the higher offices frequently and stating that among other things the Inspecting Officers' attention should be directed to the condition of the building and furniture.

5. Government Order No.G.12541-91 dated 6th March 1916 stating that as the rules of office procedure recently issued provide for

the

the proper maintenance of Library and furniture registers in all offices, the submission of the annual lists of books and furniture is no longer necessary and may be discontinued

6. Government Order No. 1823-31/E.A.G. 259 dated 6th April 1918 issuing instructions for the proper observance of the rules relating to office business.

Folag B.

7. Para 221 Treasury Manual, laying down that acknowledgments for permanent advances held by officers should be furnished to the Comptroller on the 15th July in each year or whenever there is a transfer of charge.

Order No. Jl 7090-139/ G7 217-17-1.

Dated 29 May 18

It has come to the notice of Government that the register of furniture is not maintained properly in many offices and institutions and adequate attention is not -- paid to the maintenance of articles in proper condition. The acknowledgment for permanent advances is not furnished to the -- Comptroller in time in some cases. This state of affairs is mainly due to the heads of offices not paying due attention to such of the rules read in the preamble as are in force.

2. To ensure an automatic and satisfactory

satisfactory working of the rules, Government are pleased to direct that all articles appearing in the furniture register on 30th June of every year should be counted and examined by the heads of offices or institutions concerned or by one of their gazetted assistants. ~~on 30th June of every year.~~ The list of books or catalogue of the ~~office~~ library as it stands on the 30th June should be verified in a similar manner. The furniture register should include besides furniture proper all articles of permanent value such as iron safes, typewriters, clocks, etc. A certificate in the form A (appended) should be attached to the salary bill of the heads of offices for July payable in August. ~~In the case of offices or institutions in charge of non-gazetted officers, the certificate should be counter-signed by their official superiors.~~

Flag E

3. In the case of permanent advances an acknowledgment in the prescribed form should be furnished in the certificate referred to above. A separate acknowledgment due on the 15th of July will not be necessary.

Flag F

4. When there is a transfer of charge a similar certificate in form B (appended) should be attached to the first pay bill of the relieving officer presented for payment.

5. Explanation for the difference in stock or permanent advance, if any, and action taken thereon should be furnished in the respective certificates.

6. Bills not accompanied by these certi-

certificates will not be paid.

7. The Comptroller is requested to watch the procedure above prescribed and submit a report as to its working on the 15th December next.

W.W. 8/8/18

8.5.17
Financial Secretary.

To The Comptroller
The other Heads of Depts
The Dy Commrs & Dts.
Copies to Secretaries to Govt.

L.M.

Form A.

(TO BE ATTACHED TO THE SALARY BILL FOR THE MONTH OF JULY PAYABLE IN AUGUST.)

Office of the .....

1. I certify that the Furniture Register and the catalogue of books of this office/institution have been properly written up and kept up to date during the year ending June 19.... The articles and books have been counted and examined by me/my gazetted ~~or~~ assistant Mr. .....(under my direction and supervision) on (dates) ....., ~~and they were found~~ They are in good condition and agree with the Furniture Register and catalogue of books as written up to 30th June 191....

2. I hereby acknowledge that the amount of Rupees ....the permanent advance of this office/institution is due from and has to be accounted for by me.

N. B. In the case of offices or institutions in charge of non-gazetted officers, this certificate should be countersigned by their official superior.

Station..... Signature .....

Dated..... Designation of officer.....

~~Countersigned~~

~~Signature .....~~

~~Designation.....~~

Form B.

(TO BE ATTACHED TO THE FIRST SALARY BILL OF THE RELIEVING OFFICER PRESENTED AFTER THE TRANSFER OF CHARGE.)

Office of the.....

1. We certify that the Furniture Register and the catalogue of books of this office/institution have been properly written up and kept up to date. The articles and books have been counted and examined by us/the office Assistant Mr. _____ (under our direction and supervision) on the .....191.... and ~~they were found~~ they are in good condition and agree with the Furniture Register and catalogue of books as written up to this day.

2. I .....(Relieving Officer) certify that I have this day taken over the sum of Rupees ..... being the permanent advance of this office/institution from Mr. .....(Relieved Officer) and this amount is due from and has to be accounted for by me.

Signature of Relieved Officer.

Station.....

D a t e.....

Signature of Relieving Officer.